

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
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EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair

John Van Dyck, Vice-Chair

Corrie Campbell, Erik Hoyer, Thomas Katers

EDUCATION & RECREATION COMMITTEE

Thursday, February 6, 2014

5:30 p.m.

**** Room 200, Northern Building ****

305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY
TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA.

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 2, 2013.

Comments from the Public

1. Review minutes of:
 - a. Neville Public Museum Governing Board (December 9, 2013).

Communications

2. Communication from Supervisor Vander Leest re: Request for the Park Department to identify improvements to the Brown County Dog Park with the Friends of the Brown County Dog Park. Funds for improvements would be used from the Brown County park acquisition fund which is funds accumulated from related park land sales, i.e. DOT, DNR, and other related government entities. *Referred from January County Board.*

Park Management & NEW Zoo

3. Resolution Requesting Approval for Brown County to Accept Donation Conveyance of Real Estate Parcel Number VH-847 for the Benefit of the Brown County Park Department's Barkhausen Waterfowl Preserve. *Held for one month.*
4. Parks Division - Assistant Director's Report.
5. Zoo Animal Collection Report for January, 2014.
6. Request from N.E.W. Zoological Society, Inc. for the waiver of the rental fee for the use of the Reforestation Camp Lodge on April 3, 2014 for the 2nd Annual "Skunks are Beautiful" Cribbage Tournament.
7. Zoo Activity/Director's Report.

Library

8. Background Information on the Denmark and Wrightstown branch libraries. *Held for one month.*

9. Director's Report.

Golf Course

- 10. Approve request to host the Wisconsin Golf Course Superintendent's Association Member Guest Golf Outing August 11, 2014.
- 11. Superintendent's Report.

Museum

- 12. Budget Status Financial Report for December, 2013.
- 13. Neville Public Museum Attendance and Revenue for December, 2013.
- 14. Neville Public Museum Attendance – 5 Year Span.
- 15. Sales Report.
- 16. Interim Director's Report.

Resch Centre/Arena/Shopko Hall

- 17. Complex Attendance for the Brown County Veterans Memorial Complex for December, 2013.

Other

- 18. Audit of bills.
- 19. Such other matters as authorized by law.
- 20. Adjourn.

John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, January 2, 2014 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Vander Leest, Supervisor Campbell, Supervisor Katers, Supervisor Hoyer
Excused: Supervisor Van Dyck
Also Present: Supervisor Lund, Beth Lemke, Scott Anthes, Matt Kriese, Neil Anderson, Lynn Stainbrook, Troy Streckenbach, Kathy Pletcher, Lori Denault

i. Call to Order.

The meeting was called to order by Chair Vander Leest at 5:30 p.m.

ii. Approve/Modify Agenda.

Motion made by Supervisor Hoyer, seconded by Supervisor Katers to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

iii. Approve/Modify Minutes of December 5, 2013.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

1. Review minutes of:

- a. Library Board (October 17 and November 21, 2013).**

Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

2. Communication from Supervisor Lund re: Support collaborative effort to increase parking at the Brown County Boat Launch in Suamico and to dredge the mouth of the Suamico River from funding from the State of Wisconsin and local resources. *Referred from December County Board.*

Supervisor Lund presented a draft resolution, explaining this relates to a request that Brown County support a collaborative effort to increase parking at the Brown County Boat Launch in Suamico and to dredge the mouth of the Suamico River with possible funding from State and local resources.

Neil Anderson informed the committee that \$100,000 has been budgeted and approved for the coming year for dredging of the river. Another issue, he explained, is parking areas, noting that the boat launch is always full with parking at the Sensiba Wildlife Area being utilized which is inconvenient. (A handout of the present parking area was distributed and is attached.)

Chairman Vander Leest pointed out that the process will also involve the DNR, suggesting that the matter be referred to staff.

Supervisor Katers asked what kind of language would be needed to forward to the State and show that Brown County would support this project. Further discussion by the committee resulted in a recommendation that staff work with Congressman Ribble's office to determine what dollars may be available for recreational harbor dredging.

Made by Supervisor Vander Leest , seconded by Supervisor Katers to refer to staff to work with Congressman Ribble's office (Rick Sense) on federal funding from the Harbor Assistance Grant Program and send information on this project to the DNR and other State officials for support. MOTION CARRIED UNANIMOUSLY

In addition, a request was made that staff review existing parking areas, possible areas of expansion and cost, and whether any grants may be available for this purpose. Anderson was also asked to bring back to committee any other county parks that may have dredging issues.

Motion made by Supervisor Campbell, seconded by Supervisor Katers to refer to staff to determine the cost of additional parking, research funding sources, and bring back results within 60 days. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Communication from Supervisor Vander Leest re: Create an ordinance requiring the Golf Course to create a Golf Course Maintenance Fund and a policy that splits excess revenue between 75% to the Golf Course Maintenance and 25% to the General Fund. *Held until January, 2014.*

Supervisor Vander Leest addressed the committee relative to this issue, stating there have been past discussions as to whether the golf course should create a maintenance fund rather than, or in addition to, funding the general fund.

Superintendent Anthes suggested that an ordinance be created requiring the creation of a maintenance/reserve fund with a minimum balance, suggesting \$200,000, along with a policy that would split excess revenue between 75% to the Golf Course Maintenance/Reserve Fund and 25% to the General Fund so that operating capital is available. Supervisor Campbell opined that 75% may be too high, asking how much is returned to the general fund on average. Superintendent Anthes responded this can be anywhere from \$60,000 to \$225,000.

Supervisor Katers asked what the maintenance fund would be used for and VanderLeest replied for machinery, greens rolling and greens issues, clubhouse roof, improvements, etc. He went on to explain that in the past the golf course was on the tax levy, pointing out there has never been a set policy since they became an enterprise fund and, therefore, the course has had to borrow from the General Fund for improvements. He added that within five years if this 50 year old golf course is more up to date, the 75% could be reduced.

Executive Streckenbach stated it is necessary to realize that the general fund balance changes from year to year and relying on these dollars for capital improvements may not be there. He supports the reserve fund for the Golf Course with the understanding that percentages may change in the future. He suggested that Superintendent Anthes put together a future plan for items he feels will be needed in the next years so that they do not go beyond the point of repair resulting in larger expenses. This is no different that what is going on at the Resch Center, Streckenbach stated.

Additional discussion by the committee resulted in the consensus that it does not make sense for the Golf Course to borrow from the General Fund when they are an enterprise fund. The County Board needs to be more proactive and see that a policy is in place.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to refer to staff to create a policy that splits excess revenue between 75% to the Golf Course Maintenance/Reserve Fund, and 25% to the General Fund with the stipulation that a minimum balance of four months operating expenses be maintained or \$200,000, whichever is greater. Vote taken. MOTION CARRIED UNANIMOUSLY

Golf Course

4. Budget Status Financial Report for November, 2013.

Motion made by Supervisor Hoyer, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Superintendent's Report.

Mr. Anthes provided the following update of activities over the last reporting period:

- Course Update – Early December resulted in rain and snow which melted. At this time, the course appears in good shape. He will continue to monitor.
- Trout Creek – Has met with the Oneida Nation regarding erosion occurring under the new bridge and the area has been reinforced with rip rap. He continues to discuss the purchase of a new aerator with them. He has worked with the Land Conversation Department to correct another issue on the creek related to an erosion project.
- Website –In November the Brown County Golf Course website was updated providing for user friendly, mobile ready access to reservations/tee times, online store purchases/gift cards, etc., which has resulted in over \$1,000 in sales. Additional improvements are being researched.
- No cross country skiing or snowshoeing will be allowed at the course this winter due to possible damage to the course from grooming machinery.
- Sale of Land – Meetings have been held with Corporation Counsel and the Planning Department regarding possible sale of land. Surveying has been done and approximately 65 acres may be available for sale at an estimated \$9,500 per acre. Easements with the Oneida Tribe for the railroad crossing may be required. He will to keep the committee informed of ongoing negotiations.

Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Park Management & NEW Zoo

6. Parks Budget Status Financial Report for November, 2013.

Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Resolution Requesting Approval for Brown County to Accept Donation Conveyance of Real Estate Parcel Number VH-847 for the Benefit of the Brown County Park Department's Barkhausen Waterfowl Preserve.

Neil Anderson distributed information related to this resolution asking that it be held for one month as Corporation Counsel is working on mortgage release terms.

Motion made by Supervisor Campbell, seconded by Supervisor Katers to hold until February meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Parks Division - Assistant Director's Report.

Neil Anderson highlighted the following activities during the last reporting period, in addition to his written report provided in packet material:

- Outdoor Park & Recreation Plan – At this time this master plan is not complete, therefore, will be on the February agenda.
- Matt Kriese reported he and volunteers have been working on the reconstruction of a log cabin. Logs have been harvested from the Reforestation Camp and will result in an interpretive cabin for school children.
- Boldt Construction – Boldt has done extensive work on a floor plan and construction estimates for the proposed “base camp” building at the Reforestation Camp. This building will serve for concessions, office, and classroom for the new Adventure Park, as well as provide a space for mountain bike and ski equipment storage, and snowshoe rental. If construction estimates are affordable a budget adjustment will come before the Committee to construct this building from the Parks Building & Land Acquisition special revenue account.

Motion made by Supervisor Campbell, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. NEW Zoo Budget Status Financial Report for November, 2013 (to be distributed at meeting).

An updated financial report was distributed and is attached. Anderson explained that attendance has been down due to cold temperatures and expenses have been adjusted.

Motion made by Supervisor Campbell, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Operations Report for November, 2013.

- i. Admissions, Revenue, Attendance Report.
- ii. Gift Shop, Mayan Zoo Pass Revenue Report.

Again, due to the cold weather, attendance at various activities during November was reduced. Winterization of the Zoo has been completed. Sales on “Black Friday” were down from 2012, however, sales in the Mayan increased over that of November 2012, and those in the Gift Shop matched those of 2012.

Motion made by Supervisor Hoyer, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. NEW Zoo Education & Volunteer Programs Report for November, 2013.

Report was reviewed and recommended for receipt.

**Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

12. Zoo Animal Collection Report for December, 2013.

Mr. Anderson reported that the 17 year old Zebu (Forrest Gump) was euthanized due to a congenital hip problem and arthritic issues. He explained that the cold weather has been hard on the elderly animals as well as the younger ones. In addition, he reported that a female red wolf broke her pelvis recently with the break expected to heal on its own. She is presently confined to the Animal Hospital.

**Motion made by Supervisor Hoyer, seconded by Supervisor Katers to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

13. Zoo Activity/Director's Report.

In addition to his written report included in packet material, Mr. Anderson reported that a groundbreaking ceremony will be held on December 16th for the new animal hospital.

**Motion made by Supervisor Campbell, seconded by Supervisor Hoyer to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Museum

14. Budget Status Financial Report for November, 2013.

Beth Lemke, Interim Director, reported that numbers for November were reduced with less school tours than previously.

**Motion made by Supervisor Campbell, seconded by Supervisor Hoyer to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

15. Neville Public Museum Attendance and Revenue for November, 2013.

Although overall November gate numbers were up in November, admission revenue is not factoring room rental fees, although are included in attendance numbers.

**Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

16. Neville Public Museum Attendance – 5 Year Span.

Interim Director Lemke stated she is perplexed on the volume of attendance at exhibits. It was pointed out that the Prange's exhibit is in its 10th year and may need to be refreshed. She stated she continues to try to grasp what the public would like to see.

**Motion made by Supervisor Campbell, seconded by Supervisor Hoyer to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

17. Sales Report.

**Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

18. Interim Director's Report.

Beth Lemke highlighted the following activities during the last reporting period:

- Architype – Meeting is scheduled to look at new marketing for the website with a more robust platform and to add more digital content.
- Hall of Fame – An inventory list is being compiled of what will be coming to the Neville. Because of a shortness of exhibit cases, may need to use funds to properly house onsite. Chairman Vander Leest suggested that something be done to get the Packer symbol out in front where the dinosaur exhibit is presently, i.e. photographs, chronology, contact media for special reports, etc. Supervisor Campbell suggested that a Packer show be held at the museum and Lemke agreed to follow-up for an early March opening.
- Additional discussion regarding rental space for meetings and other events, need to organize administratively to determine where growth may occur, and to do things differently to increase morale.
- Centennial Planning – It was suggested that a sub-committee be formed for planning purposes and Supervisors Campbell & Hoyer volunteered to serve. Library Director, Lynn Stainbrook, stated there would also be library staff willing to volunteer.
- Director Search – Applications are being processed.

**Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Library

19. Budget Status Financial Report for November, 2013.

**Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

20. Background Information on the Denmark and Wrightstown branch libraries.

**Motion made by Supervisor Katers, seconded by Supervisor Campbell to hold for one month.
Vote taken. MOTION CARRIED UNANIMOUSLY**

21. Director's Report.

Director Stainbrook highlighted the following activities during the last reporting period:

- Wisconsin Public Radio – A citizen voiced complaints about library staff on this radio station which are under review.
- Cold Weather – The weather has caused some difficult behavior issues with more people than usual wandering into the library out of the cold. Police have been patrolling regularly and the plaza area in front of the building has helped. Staff has enforced rules and are working with various homeless locations in the area, although Stainbrook noted that not all of this population are homeless.

- Word has been received that the PMI Foundation will donate \$15,000 toward the concrete walkway for the proposed Cellcom Children's Edible Garden. Money for fencing has also been received and the project has been bid out. Grant applications are in process.
- Operations Manager Position – A replacement for Lynn Hoffman is underway whose last day will be January 3rd. Friends of the Library are funding a professional search.
- Reader Workshops – A number of workshops have been scheduled starting the first part of the year. RFID checkouts have started at the Kress & Weyers Hilliard Branches and appear to be going well. A donation was received to redo a bike rack at the Southwest Branch.
- New Website – This site will be hosted free by NFIS and will link to the County's site. It will be in operation in the near future.
- Capital Projects – The roof at the Ashwaubenon Branch and parking at the Weyers Hilliard Branch is under design and may come before committee as a 2015 project.
- Hot Mail – There have been issues with this system which are being addressed.
- Security Issues – The possibility of additional support was discussed.
- Folding Chairs – It was reported there is a lack of folding chairs and Chairman Vander Leest suggested that the Director bring forward a budget request to purchase what is needed.

A handout from Doug Marsh (who was not present) was distributed by Ms. Stainbrook and will be addressed in February.

Supervisor Vander Leest indicated that he is interested in holding a listening session during January at the Southwest Branch to discuss library services. He asked if a Library Board member would be willing to attend with him.

Motion made by Supervisor Campbell, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resch Centre/Arena/Shopko Hall

22. Complex Attendance for the Brown County Veterans Memorial Complex for November, 2013.

Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

23. Audit of bills.

No bills were presented; no action taken.

24. Such other matters as authorized by law.

Chairman Vander Leest urged committee members to bring forward any items of interest or concern for discussion over the next three months.

Supervisor Katers stated he would like to meet with Beth Lemke at the Museum for a tour of the third floor.

25. Adjourn.

**Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to adjourn at 7:51 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Rae G. Knippel
Transcription

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, December 9, 2013 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Tom Sieber, Kramer Rock, Sandy Juno, Bernie Erickson, Erik Hoyer, Diane Ford

ALSO

PRESENT: Beth Lemke

1. CALL MEETING TO ORDER

Chairman Kuehn called the meeting to order at 4:30 PM.

2. APPROVE/MODIFY AGNEDA

Motion made by Bernie Erickson and seconded by Erik Hoyer to approve the agenda. Vote taken.
MOTION APPROVED UNANIMOUSLY.

Supervisor Erickson asked for move VI such other matters authorized by law. Discussion was held on timely temporary exhibits linked to possible funding opportunities. Discussion was held on exhibits and programming as attractions with themes. Supervisor Erickson also brought up the value of exploring more "pop cultural" themes, and local collectors/personalities.

3. Discussion of transition strategy related to Rolf Johnson's departure

Rolf Johnson was to identify and provide a short list of applicants for County Executive Streckenbach. County Executive Streckenbach is to review the list. Beth Lemke stated that current staff morale is significantly higher.

4. Update and Discussion on FY 14 budget and program plans

Chairman Kuehn noted the early success of attendance and eared revenue regarding the "Christmas Memories" exhibit. Kramer Rock asked about 2014 plans for "Christmas Memories" exhibit as

Frank Productions would like to partner again with the Neville. It has been planned by museum staff to produce a larger "Christmas Memories" exhibit as part of the 2014 theme *A Century of Discovery* including the live restoration of the Kapp's Candy Counter booth with in the exhibition.

Discussion was held on the Interim Director waiting for FY13 to officially close. Additional discussion centered about money set aside in the museum's budget for marketing the Neville in 2014 and the ongoing conversations with the packers Hall of Fame Board.

The Neville is borrowing custom case work form the Packers Hall of Fame but not every case at the Hall of Fame will work at the Neville. Museum staff were waiting on an inventory list to determine how they will proceed in locating or having built the cases needed to house the artifacts.

Supervision Sieber recommended working with local builders since it is their off season and they may be willing and able to produce casework to fit the needs of the Packers hall of Fame artifacts.

4. Discussion of Museum Master Plan. Robert Mac West of Informal Learning Associates was hired as the consultant to work with museum and county staff and stakeholders. Discussion ensued, no action taken.
5. Adjournment. Motion to adjourn made at 5:30 by Tom Sieber, seconded by Erik Hoyer.



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 1/15/2014
Agenda No. : Refer to Ed & Rec Comm

Motion from the Floor

I make the following motion:

• Request for the Park department to identify improvements to the Brown County Dog Park with the Friends of the Brown County dog park. Funds ^{for improvements} would be used from the Brown County park acquisition fund which is ~~accumulated~~ funds ^{accumulated} from related park land sales. i.e. DOT, DNR, and other related government entities.

Signed:

District No:

John Vanderfeest
10th

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

HC

FIELD STAFF REPORT PARK MANAGEMENT DECEMBER 2013



Marvin Hanson

Fairgrounds

- Cleaning, Park Security, Park Inventory
- Process Maintenance Work Orders
- Snowplow as necessary
- Vehicle & Equipment maintenance

Neshota Park

- Cleaning, Security Checks and Park Inventory
- Groom ski trails & sledding hill as needed
- Snowplow as necessary

Way-Morr Park

- Security Checks and Park inventory

Lily Lake

- Cleaning, Security Checks and Park Inventory
- Process Work Orders
- Snowplow as necessary
- Inspect and monitor Lake Aeration system

Wrightstown Park

- Cleaning, Security Checks and Park Inventory

Fonferek Glen

- Litter pick-up, Security Checks and Park Inventory
- Process work orders— sign inspections & Inspection of Boundary Signs.
- Snowplow as necessary

**DIRECTOR'S REPORT
PARK MANAGEMENT
DECEMBER 2013**

Matt Kriese

Barkhausen

- **Compiled end of year reports**
- **Construction of interpretive log cabin**
- **On going work on habitat grants; met with USACE and WDNR for permitting**
- **Review of proposed Base Camp building for adventure park**
- **Oversight of adventure park work**
- **Installed winter signage on snowshoe trails and XC trails**
- **Snowshoe rentals**
- **XC ski trail duties**
- **Lodge rentals**
- **Environmental Education program administration**
- **Animal husbandry duties: indoors and outside!**
- **Took on responsibility of Brown County's state funded snowmobile program**

Fox 11 news segment—public ornament building workshop

Channel 26 segment-Showcasing the Interpretive cabin



FIELD STAFF REPORT PARK MANAGEMENT DECEMBER 2013



Rick Ledvina

Bay Shore Park

- I do all the security checks and Work Orders assigned to Bay Shore on a monthly basis
- Several trees were processed for firewood sales in order to keep up with demand.
- We are going to be very close in wood availability for next year. We are currently looking for good wood sources.
- The facility is plowed as needed and several fisherman are using the hill as access to the Bay.

Brown County Park

- Several of the gates were realigned and repaired from constant use.
- Several trees were removed and hauled to Bay Shore for firewood sales.
- We continue to do daily checks for passes.

Pamperin Park

- As usual the park has been filling up every weekend rentals.
- All work orders are and have been completed by me.
- All plowing and rental coverages have been done by myself and several showings for the facility continue on a weekly basis.

Vande Hei Property

- I do security checks of the facility on a regular basis to maintain the integrity of the park.

Wequiock Falls

- The park has been winterized and the restrooms closed for the season.

FIELD STAFF REPORT PARK MANAGEMENT DECEMBER 2013



Jon Rickaby

Reforestation Camp

- Grooming of ski trails
- Snow removal and salting
- Conducted Ski Lodge sales, cleaning and pass checks
- Oversight, opening and closing of snowmobile trail gates.
- Completion of the creation and generation of all routine Archibus work orders for the Department by the Manager. Over 200 of these created.
- Closure of Archibus work orders
- Creation of Demand work orders as needed. By the Manager

Fox River and Mountain Bay State Trails

- Trail check
- Shoveling and salting of the St Francis Park restroom.
- Snowmobile trail checks
-

Brown County Rifle Range

- Security and Building Checks

Suamico Boat Access

- Launch, Parking Lot and Building Checks

Mar-An-Dol

- Checked the Fencing and Signage

Animal Collection Report January 2014

One of the oldest zoo residents, a 25 year old Bison named Little Cow was humanely euthanized on 1/10/14. She had been receiving medication for arthritis for several years but was showing increased lack of mobility. She had also been losing weight rapidly over the past several months. Cold weather exacerbated her condition. Zookeepers had been conducting frequent Quality of Life assessments as her condition worsened. Staff and Veterinarian decided that it was time for euthanasia. The remaining female bison (also 25 years old), was present for the euthanasia and was allowed time to "say goodbye" to her lifelong companion. She seems to be adjusting well to this major change in her life.

The male and female Red Pandas are now cohabitating. The female, who arrived here from the Houston Zoo in November, has been getting to know the resident male over the past month. Recently, the two were given full access to each other. After a few brief misunderstandings during supervised introduction sessions (Tae-bo is very interested in Ketu but she seems very defensive), the two are doing well together. They have been sleeping in close proximity in recent days and now are only separated during feeding. Breeding season for Red Pandas begins in February and we hope the pair will produce offspring.

After spending a few weeks inside the Animal Hospital, the female Red Wolf who suffered a broken pelvis last month is back on exhibit and seems to be doing well. Breeding season for this highly endangered species is February through March.

Several bouts of record breaking cold weather have kept Zoo staff busy providing extra care for the animals. Although most of the animals always have access to heated buildings, Zookeepers are providing lots of extra bedding inside and out. Some buildings require extra heat sources (heat mats, heat lamps, etc). Most of the buildings include alarm systems to notify staff if temperatures fall outside of the optimal range. In extreme cold, some air exchange systems have been turned down to conserve warm air. Many animals have increased food needs in colder temperatures. Zookeepers are also hauling warm water to many animals to ensure that they stay properly hydrated. Most of the animals remain very active in the cold temperatures - the otters think it is perfectly reasonable to go for a daily swim under the ice.

A young Pronghorn suffered uveitis - an inflammation between the lens and cornea of the eye - in both eyes. He is responding well to treatment. It is believed that the condition was secondary to a minor respiratory infection.



N.E.W. ZOOLOGICAL SOCIETY, INC.™

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January 9, 2014

John Vanderleest
Ed & Rec Committee
305 E. Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Dear John and members of the Ed & Rec committee,

The N.E.W. Zoological Society, Inc. will be hosting its second Annual "Skunks are Beautiful" Cribbage Tournament on Thursday April 3rd, 2014, from 6pm to 11pm at the Reforestation Camp Lodge.

We initiated this fundraising event for the N.E.W. Zoological Society, Inc. in an effort help offset our daily operating expenses. Our purpose is to set up an inexpensive night of cribbage, food, drink, raffles, prizes and most of all fun. We are inviting teams of all skill levels to come and enjoy the night. Our goal for the first tournament is to have a limit of the first 70 registered teams. All will be welcome and are encouraged to play. Some of our board members have attended similar events and they have been very successful for other charities.

Volunteers from the Society will be participating in the setup, running, and cleanup of the event.

Liability insurance for the N.E.W. Zoological Society, Inc. for this event is through Green Bay Insurance Center. Application will be made for a Picnic License to the Town of Suamico.

At this time we would like to request that the rental fee be waived for the use of the Reforestation Camp Lodge on April 3, 2014.

Sincerely,

Steve Bieda
Board Member
N.E.W. Zoological Society, Inc.
(920) 434-6814

Cc: Neil Anderson

N.E.W. Zoological Society, Inc.™

a.k.a. friends of the NEW Zoo™, formerly Boosters of the New Zoo, Inc.™

P.O. Box 12647 Green Bay WI 54307-2647 (920) 434-6814

6

ZOO MONTHLY ACTIVITY REPORT

For January 2014

1. Operations Report (handout)
2. Curator Report
3. Zoo Director Report

FOX 11 programs weekly

Zoo Society meeting held on 1/20/14

Continued work strategic planning documents

Work continues on Adventure Park & Marketing/PR plan

Water line Break in Zoo due to extreme temperatures



Brown County Library Report December, 2013

Strategic Priorities

Library Mission:

Brown County Library provides trusted information and resources to connect people, ideas, and community.

Enhance Education for Children	Support Economic	Provide a Third Place to Engage	Foster Cultural & Diversity Awareness	Management Goal
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County-Wide Successes

The library launched a new website. The domain remains the same:

www.browncountylibrary.org

The quarterly Staff Development meeting focused on implementing the library's NEW Strategic Plan.



The Friends of the Library's annual Give-A-Kid-A-Book campaign collected over 12,000 new books (900 of these books were donated by a WI author) that were given to over 5,600 children in low-income families in the area. Books were distributed to qualifying families through the Salvation Army's Holiday Giving Program.



The library celebrates 125 years of providing library service in 2014. A commemorative logo was designed gratis, by Arketype, Inc.

Staff at all locations proctor exams for the public on a regular basis. There is no fee imposed for this service.

Communication and Library Program Manager met with representatives from local Rotary Clubs to plan a collaborative event, benefiting the Cellcom Children's Edible Garden, to take place during the District Rotary conference held in Green Bay in May.

Central Library Successes

Book displays included Thanksvigukkah, Christmas crafts, Christmas stories, Christmas baking/cooking/entertaining, Christmas crafts, Aviation History Month, 50th anniversary of JFK Assassination, 150th anniversary of the Gettysburg Address

Staff attended the seminar, "Effectively Managing Challenging Employees," sponsored by the WI Municipal Mutual Insurance company.

Completed another 12 months of providing weekly articles featuring booklists published in the Green Bay Press-Gazette Family Time section. The 52 topics ranged from Money Smart Week, to pre-reading skills, to potty training, to dealing with grief and loss. The complete lists are available on the library's website with titles linking directly to the library catalog to make it easier for customers to get more details.

Planning is underway for the 2nd annual Children's Film Festival, an event presented by the library's Children's Department in collaboration with Film Green Bay, which sponsors the Green Bay Film Festival. This year's event will be held in the Central Library auditorium and meeting spaces on Saturday, January 25. Details on the library website.

Central Library staff recently finished updating the library's Green Bay Area Clubs & Organizations database with current descriptions and contact information. The approximately 300 organizations in this list are primarily groups not appropriate for inclusion in United Way's 211 database which focuses on health and human services organizations. The database is available through the library's website.

2013 statistics were compiled for use of the library's "multiple copy" collections of titles. Teachers and other group leaders borrowed 3443 books from multiple copy collections for children and teens, a 16% increase over last year. Adults borrowed 779 books from Adult Book Club collections, a 38 percent increase over 2012.

Ashwaubenon Branch Successes

				x
				x
x				
				x
		x		
x		x		
		x		
				x
x				
x	x	x		
	x			
x		x		



Brown County Library Report December, 2013

Strategic Priorities

Library Mission:

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The library presented its 4th annual display of library elf creations. Hand-crafted by staff, the display included a gingerbread house and a ski chalet built from sugar cubes.

The ABC Readers Book Club held their December meeting at Olive Garden (an annual tradition) where they discussed *The Great Gatsby* over lunch.

Denmark Branch Successes

The first program in a 'Pokémon at the Library' series took place with the intent to engage children in multiple activities relating to the popular Pokémon franchise.

The community gathered to celebrate some of the familiar Christmas traditions. From making ornaments for the Christmas tree to visits with Santa, children were able to get into the holiday spirit at the library.

Working with some of the school staff, in cooperation with the elementary school, student artwork is being displayed. The first batch of artwork is from the third grade class and features drawings done in the style of the Aborigines. Each piece tells an entire story that the class has read. Parents know that they can bring their children to the library where they can see their child's artwork displayed.

In collaboration with school staff, teachers were sent an informational e-mail that details a lot of the services the library makes available to educators (and the public). From teacher collections to the electronic databases, teachers now have a better understanding of services provided.

East Branch Successes

Program highlights include: Musician and puppeteer, Fred Turk returned for a holiday concert and downloading eBooks assistance.

Customer Appreciation Day was held on December 11 and patrons were treated to punch and cookies.

Staff attended a Money Smart Week meeting and participated in the selection of the children's book title to be used for the Big Read during Money Smart Week.

Kress Family Branch Successes

Participated in the Definitely De Pere downtown Holiday Event with other downtown businesses. Staff presented a holiday story time and craft.

Completed tagging about 95% of the collection and went live with RFID checkout and check-in.

Taku Ronsman presented a multicultural drumming program.



Norby, the St. Norbert College Knight mascot, donated a copy of his book to GAKAB and filmed the donation.

Pulaski Branch Successes

The Pulaski branch was the site for the annual Chamber of Commerce community Frosty Event. This year 300 members of the community attended the evening (12/6/12) event which included Santa and Mrs. Claus, letters to Santa, an outside bonfire and lots of food. Local businesses donated the food and supplies.

Enhance Education for Children	Support Economic	Provide a Third Place to Engage	Foster Cultural & Diversity Awareness	Management Goal
		x		
		x		
		x		
		x	x	
				x
		x		
		x		
x				
		x		
				x
			x	
		x		



Brown County Library Report December, 2013

Strategic Priorities

Library Mission:

Brown County Library provides trusted information and resources to connect people, ideas, and community.

Enhance Education for Children	Support Economic	Provide a Third Place to Engage	Foster Cultural & Diversity Awareness	Management Goal
--------------------------------	------------------	---------------------------------	---------------------------------------	-----------------

A volunteer provided 4 computer classes this month and staff led 2 eReader classes to assist patrons with downloading books from OverDrive.

Donations made to Give-A-Kid-A-Book in Pulaski were used as donations for the local Christmas Gifts for Kids initiative that is organized by the Pulaski High School and Pulaski Area Community Education. This is done annually and books were distributed to 68 children, ages from 2-18.

Southwest Branch Successes

Staff met with representatives from United Way to look at the feasibility of an English/Spanish Born Reading Trail. It was approved. The Emerging Leaders group will begin raising money for it and plan to install it in either May or June and do a big kick-off with the library's Summer Reading Program.

The decision was made to switch RFID vendors, from MK Sorting to Bibliotecha, for checkout software. The Bibliotecha checkout was installed on the 26th of December.

Weyers-Hilliard Branch Successes

S.T.E.M. program on Shapes was well-attended. Programs on magnets are scheduled for January.

The new experiential program, Curious Crawlers, for children aged birth to 18 months was offered.

Bibliotecha RFID checkout went live.

Pint-Size Players performed at Weyers-Hilliard, Central and Kress. Weyers-Hilliard's performance included a craft after the show.

Wrightstown Branch Successes

A Christmas tree ornament-making program offered children and adults the opportunity to create handprint ornaments and beaded ornaments 34 people in attended.

Santa and his magic show brought a crowd of 40 despite the wintry weather.

Staff visited St. John's Lutheran School and spent time with the 3 and 4 year old preschoolers.

	x	x		
x				
x			x	
				x
x				
x				
x				
		x		
		x		
x				



January 28, 2014

Scott Anthes
Brown County Golf Course
897 Riverdale Drive
Oneida, WI 54155

The WGCSA has focused our association on the foundation of networking and education. We are hoping that as a valued member you would consider yourself and your facility to host our August 2014 meeting.

Our August meeting is an important one for us as we have been inviting the Northern Great Lakes GCSAA to join us in this event. Our format is the member/guest where we encourage all Superintendents to bring along a Greens Chair, Board Member, Owner, or GM in hopes that we can provide a day of golf with an hour long education topic that is beneficial to all.

I know that Scott Bushman who is our Golf and Arrangements Chairperson has been in contact with you already. If are willing to be our host for next August please reach out to him. If you or any of your clubs leaders have additional questions please contact me directly as well. I would be happy to assist you in securing a date and working out details.

Thanks again for your consideration of our request!

Sincerely,

Brett Grams
WGCSA Chapter Manager
920-643-4888
bgrams@wgcssa.com
www.wgcsa.com

Golf Course Report
February 6, 2014

During the month of January here are a few highlights of things that were done:

1. Golf Course Monitoring Update
 - a. Last monitor showed no ice under the snow
 - b. UW Madison is reporting soil temps of 28 degrees at a depth of 2 inches
 - c. Good amount of snow has fallen. We currently have 10 to 12 inches on all greens.
2. Extra Land Update
 - a. A request for easement, across the old railroad bed, was sent to the Oneida Nation.
 - b. We have been approved to move forward with the request.
 - c. 2 to 3 months before we get an easement.
3. Golf Course Winter Maintenance
 - a. All reels have been sharpened and all bearings have been replaced.
 - b. Basic maintenance has begun on all equipment
 - c. 30 year old security system was upgraded in the maintenance shop
 - d. Golf Cart lease package was put out to bid
 - e. New trim mower was ordered and delivered



Budget by Account Classification Report

Through 12/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
REVENUE											
Property taxes	100 - GF	816,264.00	.00	816,264.00	68,022.00	.00	816,264.00	.00	.00	100	882,104.04
Intergovernmental		47,017.00	.00	47,017.00	.00	.00	35,225.02	.00	11,791.98	75	29,567.74
Charges for sales and services		190,526.00	.00	190,526.00	15,017.00	.00	111,655.56	.00	78,870.44	59	108,780.76
Miscellaneous revenue		2,000.00	.00	2,000.00	130.00	.00	10,115.37	.00	(8,115.37)	506	750.00
Rent		8,650.00	.00	8,650.00	1,760.00	.00	11,918.00	.00	(3,268.00)	138	11,493.00
Contributions		113,200.00	.00	113,200.00	198.25	.00	70,031.86	.00	43,168.14	62	186,362.04
Transfer in		.00	13,910.00	13,910.00	.00	.00	13,910.00	.00	.00	100	94,354.00
REVENUE TOTALS		\$1,177,657.00	\$13,910.00	\$1,191,567.00	\$85,127.25	\$0.00	\$1,069,119.81	\$122,447.19	\$122,447.19	90%	\$1,313,411.58
EXPENSE											
Personnel services		445,946.00	3,910.00	449,856.00	38,690.84	.00	422,157.83	.00	27,698.17	94	455,075.98
Fringe benefits and taxes		179,820.00	.00	179,820.00	6,243.04	.00	151,195.25	.00	28,624.75	84	180,916.56
Employee costs		650.00	.00	650.00	.00	.00	.00	.00	650.00	0	800.65
Operations and maintenance		44,693.00	.00	44,693.00	485.01	.00	48,310.73	.00	(3,617.73)	108	52,088.62
Insurance costs		.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Utilities		78,900.00	.00	78,900.00	6,458.12	.00	74,883.29	.00	4,016.71	95	72,296.24
Chargebacks		262,647.00	.00	262,647.00	17,530.94	.00	259,066.27	.00	3,580.73	99	255,931.10
Contracted services		60,000.00	10,000.00	70,000.00	16,030.96	.00	89,853.64	.00	(19,853.64)	128	80,318.70
Other		105,001.00	.00	105,001.00	.00	.00	68,951.75	.00	36,049.25	66	185,295.42
Outlay		.00	.00	.00	.00	.00	.00	.00	.00	+++	(356.12)
Transfer out		.00	.00	.00	.00	.00	.00	.00	.00	+++	8,500.00
EXPENSE TOTALS		\$1,177,657.00	\$13,910.00	\$1,191,567.00	\$85,438.91	\$0.00	\$1,114,418.76	\$77,148.24	\$77,148.24	94%	\$1,290,867.15
Fund 100 - GF Totals											
REVENUE TOTALS		1,177,657.00	13,910.00	1,191,567.00	85,127.25	.00	1,069,119.81	122,447.19	122,447.19	90	1,313,411.58
EXPENSE TOTALS		1,177,657.00	13,910.00	1,191,567.00	85,438.91	.00	1,114,418.76	77,148.24	77,148.24	94	1,290,867.15
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	(\$311.66)	\$0.00	(\$45,298.95)	\$45,298.95	\$45,298.95		\$22,544.43
Grand Totals											
REVENUE TOTALS		1,177,657.00	13,910.00	1,191,567.00	85,127.25	.00	1,069,119.81	122,447.19	122,447.19	90	1,313,411.58
EXPENSE TOTALS		1,177,657.00	13,910.00	1,191,567.00	85,438.91	.00	1,114,418.76	77,148.24	77,148.24	94	1,290,867.15
Grand Totals		\$0.00	\$0.00	\$0.00	(\$311.66)	\$0.00	(\$45,298.95)	\$45,298.95	\$45,298.95		\$22,544.43

12

Neville Public Museum Attendance and Revenue

December 2013

Date	Day	Admission	Guided Tours	Self-Guided Tours	Facility Rental/Meeting Attendees	Event/Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue
1	Sun	82					82	\$303	
2	Mon	43					43	\$144	
3	Tue	18			108	122	248	\$40	\$55.00
4	Wed	109		14	164	124	287	\$91	\$340.00
5	Thu	40			77		241	\$96	\$55.00
6	Fri	83			2		85	\$206	
7	Sat	247					247	\$832	
8	Sun	68		4			72	\$214	\$110.00
9	Mon	20					20	\$90	
10	Tue	28					28	\$130	
11	Wed	203			33		236	\$173	
12	Thu	30		10	56		96	\$110	
13	Fri	70		28	33		131	\$236	\$113.50
14	Sat	252				99	351	\$823	
15	Sun	162					162	\$590	
16	Mon	50	43	16			109	\$397	
17	Tue	41			10		51	\$164	
18	Wed	326			58		384	\$211	
19	Thu	57					57	\$181	
20	Fri	76					76	\$213	
21	Sat	359					359	\$1,261	
22	*Sun						0		
23	Mon	202		22			224	\$828	
24	Tue	39					39	\$176	
25	**Wed						0		
26	Thu	319					319	\$1,124	
27	Fri	371		5			376	\$1,294	
28	Sat	375					375	\$1,501	
29	Sun	179					179	\$613	
30	Mon	251					251	\$886	
31	Tue	159		1		117	277	\$451	
TOTAL		4,259	43	100	541	462	5,405	\$13,378	\$673.50

Total Attendance	5,405
Outreach	0
Grand Total Served	5,405

* Museum closed due to inclement weather
 ** Museum closed in observation of Christmas Day
 Brown County Residents Discount (Free Admission, 5-8 pm)

**Neville Public Museum of Brown County
Attendance 5-Year Span
(2009-2013)**

	2009		2010		2011		2012		2013	
	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue
January	5,101	\$7,902	3,624	\$6,722	3,377	\$6,539	3,261	\$6,957	3,241	\$9,883
February	4,258	\$4,903	6,096	\$6,401	4,895	\$6,710	4,274	\$7,737	1,876	\$4,473
March	5,736	\$7,153	6,713	\$7,061	5,123	\$11,049	5,418	\$10,609	4,798	\$10,365
April	5,704	\$5,183	5,324	\$4,562	6,202	\$12,456	5,271	\$9,653	4,306	\$6,094
May	4,368	\$5,555	3,627	\$4,119	3,415	\$6,543	3,459	\$4,447	4,085	\$6,468
June	6,484	\$7,935	5,920	\$7,081	4,934	\$9,387	3,901	\$7,494	5,328	\$11,264
July	7,156	\$7,622	8,201	\$9,335	4,246	\$9,069	3,968	\$9,742	5,495	\$14,316
August	4,720	\$8,688	5,157	\$9,250	3,200	\$6,731	3,675	\$8,937	6,677	\$15,930
September	3,805	\$3,155	3,467	\$3,612	4,459	\$7,879	2,177	\$3,142	4,412	\$6,330
October	5,005	\$4,506	5,017	\$4,236	7,301	\$13,691	2,600	\$4,580	3,240	\$3,337
November	5,194	\$5,352	4,189	\$4,810	4,852	\$7,058	2,646	\$6,825	3,237	\$5,082
December	6,644	\$12,206	7,373	\$12,929	7,257	\$17,142	7,658	\$23,275	5,405	\$13,378
TOTALS	64,175	\$80,160	64,708	\$80,118	59,261	\$114,254	48,308	\$103,398	52,100	\$106,920

*At the request of the Director, beginning March 2013, NPM facility rental attendees will be included in the monthly attendance totals.

Sales Report

Sales method: All sales methods

ReportType: Detailed

Graph: Shown

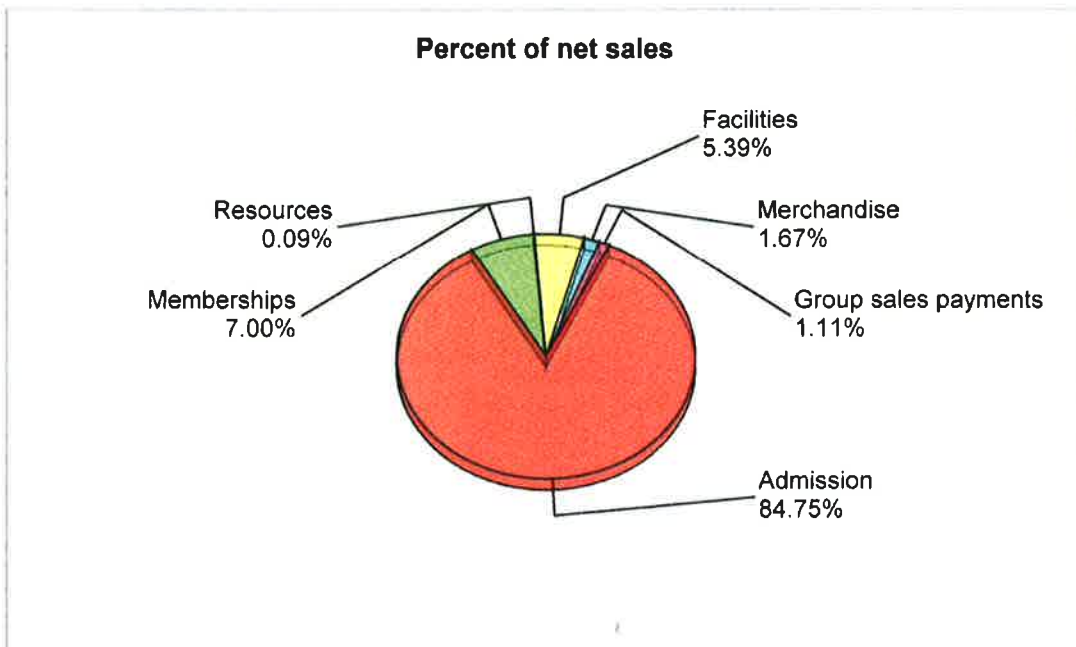
Start date: 12/1/2013

End date: 12/31/2013

Note: This report does not include group sales refunds or overages. You can view information about group sales refunds and revenue from the [Group Sales Revenue report](#).

Revenue summary

Gross	Discounts	Refunds	Net
\$19,452.50	\$3,530.00	\$138.00	\$15,784.50



Revenue details

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
Admission	4,519	\$16,851.00	\$3,395.00	\$78.00	\$13,378.00	84.75%
Admission	4,340	\$16,703.00	\$3,395.00	\$54.00	\$13,254.00	83.97%
Self-Guided	62	\$148.00	\$0.00	\$24.00	\$124.00	0.79%
Ticketed/Fee Programs	117	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
New Years Eve	117	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Memberships	24	\$1,300.00	\$135.00	\$60.00	\$1,105.00	7.00%
Friends of the Neville	24	\$1,300.00	\$135.00	\$60.00	\$1,105.00	7.00%

Sales Report

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
Resources	54	\$13.50	-	-	\$13.50	0.09%
Group Supplies	54	\$13.50	-	-	\$13.50	0.09%
Photocopying	54	\$13.50	-	-	\$13.50	0.09%
Facilities	16	\$850.00	-	-	\$850.00	5.39%
121, 122, 123, and Theater	1	\$0.00	-	-	\$0.00	0.00%
121,122, and 123	4	\$440.00	-	-	\$440.00	2.79%
122 and 123	2	\$0.00	-	-	\$0.00	0.00%
Boardroom	2	\$0.00	-	-	\$0.00	0.00%
Classroom 121	1	\$190.00	-	-	\$190.00	1.20%
MGE	1	\$0.00	-	-	\$0.00	0.00%
Theater	5	\$220.00	-	-	\$220.00	1.39%
Merchandise	15	\$263.00	\$0.00	\$0.00	\$263.00	1.67%
Shipping	1	\$3.00	\$0.00	\$0.00	\$3.00	0.02%
Taxable Collections	14	\$260.00	\$0.00	\$0.00	\$260.00	1.65%
Group sales payments	5	\$175.00	\$0.00	-	\$175.00	1.11%

Sales by Price Type Report

Sales method: All sales methods

Report type: Detail

Graph: Shown

Start date: 12/1/2013

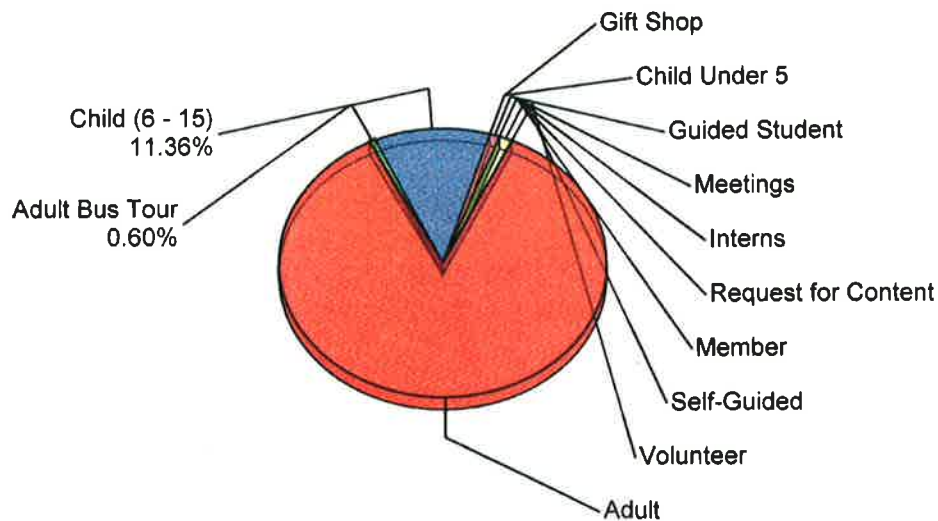
End date: 12/31/2013

Program: All programs

Revenue summary

Price type	Gross	Discounts	Refunds	Net	Percent of net
Adult	\$13,525.00	\$1,998.64	\$45.00	\$11,481.36	85.82%
Adult Bus Tour	\$80.00	\$0.00	\$0.00	\$80.00	0.60%
Child (6 - 15)	\$2,055.00	\$526.36	\$9.00	\$1,519.64	11.36%
Child Under 5	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Gift Shop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Guided Student	\$129.00	\$0.00	\$0.00	\$129.00	0.96%
Interns	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Meetings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Member	\$870.00	\$870.00	\$0.00	\$0.00	0.00%
Request for Content	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Self-Guided	\$192.00	\$0.00	\$24.00	\$168.00	1.26%
Volunteer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total	\$16,851.00	\$3,395.00	\$78.00	\$13,378.00	100.00%

Percent of Net Revenue by Price Type



Revenue details

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
Admission	4340	\$16,703.00	\$3,395.00	\$54.00	\$13,254.00	99.07%
Adult	2696	\$13,525.00	\$1,998.64	\$45.00	\$11,481.36	85.82%
Adult Bus Tour	16	\$80.00	\$0.00	\$0.00	\$80.00	0.60%

Sales by Price Type Report

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
Child (6 - 15)	682	\$2,055.00	\$526.36	\$9.00	\$1,519.64	11.36%
Child Under 5	514	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Gift Shop	58	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Guided Student	43	\$129.00	\$0.00	\$0.00	\$129.00	0.96%
Interns	3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Meetings	3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Member	174	\$870.00	\$870.00	\$0.00	\$0.00	0.00%
Request for Content	38	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Self-Guided	22	\$44.00	\$0.00	\$0.00	\$44.00	0.33%
Volunteer	91	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
New Years Eve	117	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Adult	56	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Child (6 - 15)	39	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Child Under 5	22	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Self-Guided	62	\$148.00	\$0.00	\$24.00	\$124.00	0.93%
Self-Guided	62	\$148.00	\$0.00	\$24.00	\$124.00	0.93%

Sales Comparison Report

This period: Last Month
 Last period: Specific Date
 Sales method: All sales methods

Start date: 12/1/2013
 End date: 12/31/2013
 Start date: 12/1/2012
 End date: 12/31/2012
 Sales item: All types
 Report type: Detailed

Type	This period			Last period			Variance			% change	
	Qty	Net		Qty	Net		Qty	Net		Qty	Net
Admission Tickets	4,519	\$13,378.00		7,658	\$23,275.00		-3,139	(\$9,897.00)		-40.99	-42.52
Admission	4,340	\$13,254.00		7,300	\$22,579.00		-2,960	(\$9,325.00)		-40.55	-41.30
Guided Tour	0	\$0.00		348	\$696.00		-348	(\$696.00)		-100.00	-100.00
Self-Guided	62	\$124.00		0	\$0.00		62	\$124.00		-	-
Clubs											
Travelling Treadlers Fiber Arts Guild	0	\$0.00		10	\$0.00		-10	\$0.00		-100.00	-
Clubs Total	0	\$0.00		10	\$0.00		-10	\$0.00		-100.00	-
Ticketed/Fee Programs											
New Years Eve	117	\$0.00		0	\$0.00		117	\$0.00		-	-
Ticketed/Fee Programs Total	117	\$0.00		0	\$0.00		117	\$0.00		-	-
Memberships											
Friends of the Neville	24	\$1,105.00		50	\$2,265.00		-26	(\$1,160.00)		-52.00	-51.21
	24	\$1,105.00		50	\$2,265.00		-26	(\$1,160.00)		-52.00	-51.21
Facilities	16	\$850.00		23	\$2,330.00		-7	(\$1,480.00)		-30.43	-63.52
121 and 122	0	\$0.00		1	\$0.00		-1	\$0.00		-100.00	-
121, 122, 123, and Theater	1	\$0.00		0	\$0.00		1	\$0.00		-	-
121, 122, and 123	4	\$440.00		1	\$150.00		3	\$290.00		300.00	193.33
122 and 123	2	\$0.00		2	\$0.00		0	\$0.00		0.00	-
Boardroom	2	\$0.00		1	\$0.00		1	\$0.00		100.00	-
Byram Manger Gallery	0	\$0.00		1	\$200.00		-1	(\$200.00)		-100.00	-100.00

Sales Comparison Report

Type	This period			Last period			Variance		% change	
	Qty	Net		Qty	Net		Qty	Net	Qty	Net
Facilities	16	\$850.00		23	\$2,330.00		-7	(\$1,480.00)	-30.43	-63.52
Classroom 121	1	\$190.00		0	\$0.00		1	\$190.00	-	-
Classroom 123	0	\$0.00		3	\$85.00		-3	(\$85.00)	-100.00	-100.00
MGE	1	\$0.00		7	\$1,895.00		-6	(\$1,895.00)	-85.71	-100.00
Theater	5	\$220.00		7	\$0.00		-2	\$220.00	-28.57	-
Resources	54	\$13.50		0	\$0.00		54	\$13.50	-	-
Group Supplies										
Photocopying	54	\$13.50		0	\$0.00		54	\$13.50	-	-
Group Supplies Total	54	\$13.50		0	\$0.00		54	\$13.50	-	-
Merchandise	15	\$263.00		32	\$450.00		-17	(\$187.00)	-53.13	-41.56
Exempted Collections	0	\$0.00		2	\$70.00		-2	(\$70.00)	-100.00	-100.00
Shipping	1	\$3.00		0	\$0.00		1	\$3.00	-	-
Taxable Collections	14	\$260.00		30	\$380.00		-16	(\$120.00)	-53.33	-31.58
Total		\$15,609.50			\$28,320.00			(\$12,710.50)		-44.88

Discount Report

Sales method: All sales methods **Report type:** Detailed **User:** All users
Discount: Brown County Residents **Application method:** All **Include refunded discounts:** No
Start date: 12/1/2013 **End date:** 12/31/2013 **Group by:** Discount

Discount	User	Quantity Redeemed	% of Total Quantity	Value Redeemed	% of Total Value
Brown County Residents					
	ckehler48075	93	23.79%	\$415.00	24.11%
	spieschek48075	201	51.41%	\$887.00	51.54%
	tkehler48075	97	24.81%	\$419.00	24.35%
Grand total:		391	100.00%	\$1,721.00	100.00%

Group Sales Revenue Report

From: 12/1/2013 To: 12/31/2013 Group Type: Room Rental
 Show only reservations with outstanding balances: No Show only reservations with no payments: No
 Include cancelled reservations: No

Revenue summary

Order Totals	Total Paid	Discounts	Refunds	Overage kept	Refund	Balance (you owe)	Balance (they owe)
\$673.50	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123.50

Reservation details

Reservation	Arrival date	Visitors	Order total	Paid	Discounts	Refund	Overage kept	Balance
<input checked="" type="checkbox"/> The Institute for Learning in Retirement - Dirschl	12/3/2013	98	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
<input checked="" type="checkbox"/> Advocates for Healthy Transitional Living - Prentice-Holstead	12/4/2013	48	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Brown County United Way - Clark	12/4/2013	46	\$190.00	\$190.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> The Green Bay Film Society - Neville	12/4/2013	58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> The Institute for Learning in Retirement - Dirschl	12/5/2013	48	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
<input checked="" type="checkbox"/> Johnson	12/8/2013	36	\$110.00	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Neville Public Museum - Gerry Kocken - Astronomical Society	12/11/2013	23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> The Institute for Learning in Retirement - Feeney	12/11/2013	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> City of Green Bay Planning Department - Sparacio	12/12/2013	56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Green Bay Area Chamber of Commerce - Marilyn Heim	12/13/2013	33	\$113.50	\$100.00	\$0.00	\$0.00	\$0.00	\$13.50
<input checked="" type="checkbox"/> Neville Public Museum - Lemke	12/18/2013	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Neville Public Museum - Smith	12/18/2013	6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Group Sales Revenue Report

Reservation details

Reservation	Arrival date	Visitors	Order total	Paid	Discounts	Refund	Overage kept	Balance
WMMIC-Wisconsin Municipal Mutual Insurance Company - Clingman	<u>12/18/2013</u>	52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neville Public Museum - Lemke	<u>12/19/2013</u>	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
US Bank - New Years Eve	<u>12/31/2013</u>	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Neville Public Museum
Interim Director's
Report
To
The Education & Recreation Committee
Brown County Board of Supervisors**

February 6, 2014

Operations

Museum Master Planning: The preliminary work or discovery phase has been conducted by Robert Mac West of Informal Learning Experiences (Denver, Colorado). His final report on the on-going analysis of governance, the museum's physical plant (i.e. plans for a capital expansion of the building) and upcoming centennial in 2015 will be submitted mid- February.

Website: Museum staff and Neville Public Museum Foundation staff are awaiting the presentation of two new website designs or looks from Arketype. Arketype will be constructing a website using Business Catalyst Online Business Platform (Adobe Systems). The site will include a content management system (CMS) for ease of updating the website, a customer relationship management (CRM) system for keeping track of customers and prospects, an email marketing module, a blogging engine, and Google Analytics for website performance, and an E-Commerce Engine for donations.

Google Analytics

NPM website

2013	Visits	Duration	Single page visit %	
January		5308	2:12	42.26
February		3847	2:21	43.38
March		5259	2:12	45.59
April		4848	1:58	46.56
May		4722	2:29	45.45
June		6550	1:54	47.82
July		6071	1:54	45.31
August		6222	1:52	47.17
September		4523	2:03	44.42
October		3353	2:22	39.84
November		4142	2:15	38.99
December		5280	2:11	39.41
Average	5010.416667		2:08	43.85

Possible Colors



Textures



Button Example

Submit Button Example

Example of a Header

Font: Bitter Bold #584d49

Example of a Sub Head

Font: Bitter Regular #aa968e

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Font: Arial #584d49

This is an example of a Text link »



Centennial Planning: Preliminary planning has resumed. Large scale planning is in a holding pattern until the release of Robert Mac West's report to determine direction and focused efforts.

Exhibits: Museum Staff are busily working on the research, design and fabrication of *A Century of Discovery*, which will include exhibitions on the museum's past, present and future (opening 1/25/13) as well as rotating components on the 100th anniversary of WWI (opening 2/8/13).

2014 VIP Reception Dates

A Century of Discovery: Creating a Community Legacy and *A World at War: 100th Commemoration of the Start of*

WWI - **Friday, Feb. 7, 6-8pm**

Touchdown! Green Bay Packers Hall of Fame Inc. at the Neville Public Museum – TBD

An Artistic Discovery: The Congressional Art Competition – **Sunday, April 27, 1-2:30pm**

Agriculture to Tavern Culture: the Art, History and Science of BEER - **Friday, June 13, 6-8pm**

Neville Art Annual: A Retrospective – **Thursday, Sept. 4, 6-8pm**

Holiday Memories of Downtown Green Bay – **Friday, Nov. 21, 6-8pm**

The **Green Bay Packers Hall of Fame** is working with Neville Museum staff on the logistics of the one year-plus exhibit on the HOF's new plans (March 2014-February 2015). This will undoubtedly be a huge boon for both the HOF (no disappointed fans when the HOF is closed for renovations) and the NPM (new audiences coming through the door). The exhibit will be located in the first floor Walter Gallery, and will include augmented content for the museum's trailhead position for the "Packers Heritage Trail."

As part of this the Museum is taking the opportunity to redesign the outdated and underperforming admissions desk. Always mindful of budget Guest Services Manager Jessica Day is working with Department of Corrections staff as they will provide the labor for the new construction. Jessica is also coordinating donations of supplies to further reduce costs. Ultimately, this will provide a much more inviting entrance to the Neville and offer better security to the Packers HOF artifacts on display.

Partnership with the Wisconsin Veteran's Museum and UWGB: The Neville will exhibit images from the Veteran Print Project (February 22, 2014-June 1, 2014). *Not At Ease* features 20 original artist prints based upon the oral histories of 20 female veterans. These prints are part of the WVM collection.

Focusing on women's history and Veterans personal stories in partnership with UW-Green Bay Theatre & Dance's production of *Censored on Final Approach* the Neville will host a panel discussion titled *Women Pioneers: Take Your Daughter to Listen*. Additionally, Neville staff is working with Wisconsin Veterans Museum staff to have Yvette Pino the coordinator of the Veteran Print Project present programming about her work.

Administrative:

The Neville has successfully addressed the 2014 hours change with key organizations. We have entered into contracts and are successful in capturing room rental fees from the UWGB Film Society and the Neville Public Museum Geology Club for their programming on the third Wednesday of the month.

I am currently working on an assessment of current audio visual equipment in the museum theatre. The next step is to draft a replacement plan.

Unfortunately, the Neville Public Museum has not been proactively making the switch from traditional exhibit light bulbs to LED exhibit light bulbs. As a result the most recent order had to be sourced from three different distributors and the cost has gone up significantly. I will be working with lighting vendors to determine how best the Neville can convert to LED given the significant up front cost of LED bulbs.

NPM Exhibit Gallery Lighting Orders		
	2013 Expenses (Supplies Budget: \$2,000)	2014 Expenses (Supplies Budget: \$2,000)
January	\$ 100.20	\$ 1,097.10
February	\$ 558.00	
March	\$ 558.00 \$ 13.95	
April	\$ 558.00	
May		
June		
July	\$ 690.00	
August		
September	\$ 558.00	
October	\$ 598.50 \$ 59.40	
November		
December	\$ 39.90	
	\$ 3,587.25	\$ 1,097.10

**Credit*

FY 2014 Budget: The FY13 shortfall will be reported in DOA's Over and Short report. Museum staff are working cooperatively on realistic plans to approach achieving the 2014 revenue benchmarks.

Governing Board: Governing Board did meet on January 13, 2013. Discussion was held on FY2014 budget, exhibit and program opportunities. Further discussion related to the ability for the Neville to be flexible and nimble in regards to current topics for exhibition.

Neville Public Museum Foundation: No updates at this time.

COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX					
December-13	Date	Building	2013	2012	2012 Date
Holiday Dance Competition	December 7 2013	ARENA	1210	3321	
Hmong New Year Celebration	December 28 2013	ARENA	2000	2000	
Hmong New Year Celebration	December 29 2013	ARENA	1000	1000	
ARENA TOTAL			4210	6321	
Salvation Army Distribution		SHOPKO	1800	1800	
Salvation Army Distribution		SHOPKO	1000	1000	
Gun & Knife Show	December 27 2013	SHOPKO	1000	1000	
Gun & Knife Show	December 28 2013	SHOPKO	1500	1000	
Discover the Dinosaurs		SHOPKO	N/A	2500	December 14 2012
Discover the Dinosaurs		SHOPKO	N/A	5000	December 15 2012
Discover the Dinosaurs		SHOPKO	N/A	2000	December 16 2012
SHOPKO HALL TOTAL			5300	14300	
An Evening with the Bennets	December 6 2013	RESCH	175	N/A	
UWGB Game	December 7, 2013	RESCH	5735	2336	
Gamblers Game	December 10 2013	RESCH	1108	2487	
UWGB Game	December 17 2013	RESCH	1423	5894	
Martina McBride	December 19 2013	RESCH	3679	N/A	
UWGB Game	December 21 2013	RESCH	2128	1441	
UWGB Game	December 28 2013	RESCH	1415	1087	
Gamblers game	December 28 2013	RESCH	3640	1866	
Harlem Globetrotters	December 30 2013	RESCH	7003	4801	
Gamblers Game	December 31 2013	RESCH	4483	4292	
Gamblers game		RESCH	N/A	2947	December 14 2012
Gamblers game		RESCH	N/A	1935	December 21 2012
WWE Holiday Tour		RESCH	N/A	3607	December 27 2012
Gamblers game		RESCH	N/A	2297	December 28 2012
Gamblers Game		RESCH	N/A	2747	December 29 2012
RESCH CENTER TOTAL			30,789	37,737	
TOTAL FOR DECEMBER 2013			40,299	58,358	